

Administrative Order



Administrative Order No.: 6-3

Title: Use of Private Vehicles

Ordered: 5/7/1985

Effective: 5/7/1985

AUTHORITY:

Section 4.02 of the Metropolitan Dade County Charter, Section 112.061(7)(d), Florida Statutes.

SUPERSEDES:

This Administrative Order supersedes previous Administrative Order No. 6-3 dated July 15, 1980.

POLICY:

It is the policy of Dade County to provide for the use of a County vehicle, or to provide reimbursement for miles driven in an employee's private vehicle when an automobile is used to conduct official County business.

REQUIREMENT TO DRIVE ON COUNTY BUSINESS:

Employees who use a private vehicle to conduct official County business as determined and defined by his supervisor shall provide:

1. Proof of a valid State of Florida Driver License (Chauffeur license if required)
2. Proof of insurance.

Copies of these documents shall be kept on file in the employees departmental personnel file and reviewed annually. If there is a change in status of license or insurance, the employee must notify his supervisor. Departments may use their own forms or the attached sample form to maintain these records.

If a County vehicle is to be used, no proof of personal automobile insurance is required.

The department shall furnish a list of driving regulations to each employee who is authorized to drive on County business. The attached sample form also lists these regulations.

REIMBURSEMENT RATE AND PROCEDURES:

When a private vehicle is used, the authorized driver shall be entitled to an allowance at a fixed rate. This rate will be the maximum allowable auto mileage reimbursement rate as established by the State of Florida.

Mileage Record: Authorized drivers wishing to claim reimbursement must complete a Mileage Record form (105.02-6) which requires an accurate record of the date, destination, purpose and actual miles traveled on county business. (Travel mileage incurred driving to and from ones assigned place of work is not reimbursable.) In addition to the mileage allowance, tolls, parking fees and telephone calls are all reimbursable when correctly identified on the Mileage Record form.

Approval: Mileage and other related requests for reimbursement shall be reviewed by the employee's supervisor and approved by the Department Director. The reimbursement request should then be submitted to the Finance Department for payment. As a general practice reimbursement requests should be submitted on a monthly basis.

The Administrative Order is hereby submitted to the Board of County Commissioners of Dade County, Florida.

M.R. Stierheim
County Manager

Employee Name

Date

DRIVING RULES

1. You must wear a seat belt.

If you are hurt in an automobile accident and a seat belt was available but not used -- the County will not pay any disability benefits to you.

2. You must obey all traffic rules and laws.

3. If you have an accident you must notify the Metro-Dade Police Department. Do not move the vehicle or leave the scene until you are authorized.

4. Only persons specifically authorized by your supervisor may ride in a County vehicle. Under no circumstances is a County vehicle to be used to transport family members, friends or to conduct personal business.

5. You must have a valid driver or chauffeur license.

If your license expires, is suspended or revoked you must notify your supervisor.

6. You must carry auto insurance if you use your own car on County business. If your insurance expires or is cancelled you must notify your supervisor.

I acknowledge that I have read and understand all of these rules.

Employee Signature

PHOTOCOPY INSURANCE
CARD HERE

PHOTOCOPY OPERATOR OR CHAUFFEUR
LICENSE HERE

PHOTOCOPY TO EMPLOYEE, FILE DEPARTMENT

Reference A.O. 6-3